

JOB DESCRIPTION

Post:	STEM & HEALTH SKILLS CENTRE ADMINISTRATOR
Responsible to:	STEM & Health Skills Centre Operations Manager
Salary:	£22,231 - £25,580 per annum Full Time 37 Hours Fixed term until September 2025 to cover maternity
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To deliver a professional and supportive administrative service to all staff, students and visitors at the STEM & Health Skills Centre in Bodmin</p> <p>The role involves assisting the Operations Manager and Programme Team Leaders (PTLs) with college data functions related to the programme area. This includes, but is not limited to, timetabling, register modifications, enrolments, and validation of recorded information.</p> <p>In addition to administrative and data entry tasks, the position requires performing secretarial duties and providing support to the Programme Team Administrators (PTAs) for the respective Programme Team Leaders.</p> <p>A key responsibility is to ensure that all students and visitors are warmly greeted and welcomed to the STEM & Health Skills Centre, Bodmin. This includes managing and addressing their needs effectively to create a positive experience.</p>
Specific Duties:	Manage and coordinate all Front of House activities, including switchboard operations and inquiries, to deliver first-class customer service to students, staff, and the public. Handle face-to-face interactions, phone calls, and written communications, ensuring a positive and supportive environment.

Perform general administrative tasks such as filing, photocopying, word processing, and managing incoming and outgoing mail.

Input and update data into the College Management Information System and other relevant databases, including student enrolment and parking permits.

Oversee petty cash, process payments, and manage stationery for staff and students.

Assist in organising and supporting College events such as open days, Parent/Carer evenings, student award ceremonies, Year 10 taster days, and school engagement activities.

Coordinate external room bookings, including invoicing and event arrangements, and assist with learner enrichment initiatives and Health and Wellbeing Services (HWS) across the campus.

Ensure high standards of cleanliness, maintenance, and repairs across the campus, while maintaining building and health & safety records according to audit standards.

Provide support to the Ottery Café team when required, including tasks such as Barista duties, catering preparation, ordering, and serving.

Liaise with internal and external stakeholders, suppliers, and outside agencies. Handle transport-related queries and provide effective responses to inquiries from students, staff, parents, and external clients.

Arrange meetings, plan appointments, and manage room bookings. Oversee the provision of refreshments and ensure appropriate resources are available for meetings and events.

Maintain accurate staff, student, and building records, ensuring high-quality data standards and liaising with Management Information Systems (MIS) & Senior Management Teams (SMT).

Support cross-college activities and assist various departments with data entry, bulk mailings, and other administrative tasks.

Exhibit flexibility in responding to the evolving needs of the department and the changing day-to-day priorities. Support other college functions and departments as needed.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

STEM & HEALTH SKILLS CENTRE ADMINISTRATOR

Ideally, the person appointed will have the following skills and experience:

- Own a highly energetic personality whilst upholding the highest levels of professionalism.
- Strong level of literacy, numeracy, communication and organisational skills to communicate effectively with a wide range of audiences both oral and written.
- Possess excellent IT skills in Microsoft Office applications.
- Excellent accuracy levels and be confident using spreadsheets and in-house data systems.
- European Computer Driving Licence, or equivalent.
- Excellent inter-personal skills.
- A willingness and flexibility to learn and then operate new procedures effectively.
- Well organised, able to manage own time effectively and to develop contingencies to cope with the unforeseen

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.